Meeting notes: 20th August 2021

Present: Katie, Adrian, Daryl

Summary: Discussing the outcome of EDI meeting and preparation for upcoming faculty meeting presentation

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General notes:

- Section of website for creating/submitting slides looks good (needs to be finished, and include advice about the review process)
- Keep up conversation with Juan about trying to host the page (wont work with a subdomain). Try a private URL hyperlinked on physics webpage?
- EDI meeting outcome:
    - No problem finding funding for this from the department in the undergraduate education fund
    - Want it to be kept up through the year ideally, not just a summer project
    - Hourly pay for a student (implied undergraduate, but not necessarily) which must fit under the 'casual hire' heading on Workday.
    - Hopefully the hiring will eventually become the responsibility of the EDI committee.
- Focus for passing off this project:
    - Documentation of website and how to do upkeep/uploads. Try to include anything Daryl/Adrian wouldn't know.
    - A comprehensive 'how to make slides' document.